

# REGULATION

<b>Appointing Authority Letter Reference:</b>  CS- <del>6940</del>	<b>Effective Date:</b>  <del>March 18, 2001</del>	<b>Index Reference:</b>  Establishment, Reclassification	<b>Regulation Number:</b>  <b>4.03</b>
<b>Issuing Bureau:</b>  Human Resource Services	<b>Rule Reference:</b>  Rules: 1-3 (Regulations) 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		<b>Replaces:</b>  <del>Reg. 4.20 and 4.21</del> <del>(CS-6897, Apr. 25, 1999)</del>  <del>Reg. 4.22</del> <del>(CS-6909, Nov. 30, 1999)</del>  <u>Reg. 4.03</u> <u>(CS-6940, March 18, 2001)</u>
<b>Subject:</b>  <b>ESTABLISHING AND RECLASSIFYING POSITIONS IN THE STATE TRANSITIONAL <u>AND DEPARTMENTAL TRAINEE</u> CLASSIFICATIONS</b>			

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## 1. PURPOSE

This regulation provides the standards and procedures for establishing and reclassifying positions in the State Transitional Business and Administrative Technician, State Transitional Professional, ~~and~~ State Transitional Manager, and Departmental Trainee classifications. These classifications may be used to facilitate the movement of career employees to new career fields while maintaining the employees' current pay rates and employment preference rights.

Upon successful completion of the transition period~~s~~, the employees ~~is~~ are reclassified to the proper classification~~s~~ in the new career fields.

## 2. **CIVIL SERVICE COMMISSION RULE REFERENCE**

### ***Rule 1-3 Regulations***

*The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding on the department of civil service, unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

### ***Rule 4-1 Position Establishment and Classification***

#### ***4-1.1 Requirement***

*All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.*

#### ***4-1.2 Classification***

*A position established in the classified service must be reviewed to classify the position properly.*

#### ***4-1.3 Authority to Establish***

*The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.*

#### ***4-1.4 Classification Plan***

*The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.*

**(a) Classification.** *Every position established must be classified in accordance with the official classification plan.*

\* \* \*

### ***Rule 4-2 Position Classification Review***

*The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

\* \* \*

**(b) Frequency of review.** *The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state*

*personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.*

\* \* \*

### 3. **STANDARDS**

#### A. **State Transitional Business and Administrative Technician.**

~~1.~~ The State Transitional Business and Administrative Technician classification facilitates career movement of employees with administrative or other office support employee experience into business-related technician classifications. ~~State Transitional Business and Administrative Technicians typically enter the class with prior administrative support or other related office support experience.~~

A1. State Transitional Business and Administrative Technician positions may be established when the appointment of an employee to a business-related technician position would result in reduction of compensation, because the prospective employee does not meet possess the required experience requirement for the E9 or advanced-level technician for the level in the classification series that has a pay rate equal to or higher than the employee's current pay rate.

B2. The appointing authority must submit a Position Action Request form (CS-129) and position description to the Department of Civil Service to establish a State Transitional Business and Administrative Technician position. The Department of Civil Service designates the classification and classification level on the CS-129 form to which the position is will be reclassified upon completion of the transitional period.

C3. If the State Transitional Business and Administrative Technician classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.

4. Regulation 3.07, "Appointments and Job Changes", Standard B.4., requires the Department of Civil Service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.

D5. The employee may be reclassified to the new technician classification upon successful completion of the experience requirements for the

class. ~~These~~ reclassification actions requires civil service review and approval ~~of the proposed reclassification~~ and the appointing authority's certification that the employee is satisfactorily performing at the requested level.

- ~~E6.~~ A appointing ~~authorities~~ authority may request reclassification of ~~a State Transitional Business and Administrative Technician~~ the employee ~~at the end of~~ after the equivalent of 6 months of full-time service, if the employee entered the classification from a directly-related position classified at or above the 9 level in the Equitable Classification Plan (ECP) Group 1, ~~9 level~~.
- ~~F7.~~ For information regarding Regulation 5.01, General Salary Schedule Administration, standard L, establishes standards for salary upon appointment of the employee into the sState tTransitional Business and Administrative Technician classification, please refer to standard M. of regulation 5.01, General Salary Schedule Administration.
- ~~G8.~~ The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.
- ~~H9.~~ In the event of a reduction in force, please refer to rRegulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs), standard D, provides guidance for treatment of transitional positions in that event.

## B. State Transitional Professional.

~~1.~~ The State Transitional Professional classification ~~is designed to facilitate~~ career movement ~~for classified State of Michigan of~~ employees who wish to make a change to a new, professional ~~career field and possess a bachelor's degree or higher, are classified in a professional classification, or are classified in, or eligible for classification in, the Senior Executive Management Assistant Service (SEMAS) 11-15 levels.~~

- 1. To be eligible for the State Transitional Professional classification, an employee must possess a bachelor's or higher level degree, have status in a classified professional position, or have status in a Senior Executive Management Assistant (SEMA) or SEMAS designated position.
- 2. Regulations 3.07, Appointments and Job Changes, standard B.4., requires the Department of Civil Service review of the qualifications of applicants for all classifications that have not been preauthorized for credential review.

- A3. The appointing authority must submit a Position Action Request form (CS-129) and position description to the Department of Civil Service to establish a State Transitional Professional position. The Department of

Civil Service designates the proper classification and ~~classification~~ level on the CS-129 form to which the position will be reclassified upon completion of the transitional period.

4. Regulation 5.01, General Salary Schedule Administration, standard L, establishes standards for salary upon appointment of the employee into the State Transitional Professional classification.

5. The only prior work experience that may support an accelerated reclassification is other professional work experience.

~~B~~6. An employee entering the State Transitional Professional classification from an Equitable Classification Plan (ECP) Group 2, position at the 10 level or equivalent, may be reclassified to the 10 level of the new professional classification upon successful completion of the equivalent of ~~6~~six-months of ~~full~~full-time experience.

~~E~~7. An employee entering the State Transitional Professional classification from a SEMAS ~~11-level position or an~~ Equitable Classification Plan (ECP) Group 2, position at the P11 level, or equivalent, may be reclassified to the P11 level of the new professional classification upon successful completion of the equivalent of one year of ~~full~~full-time experience.

~~D~~8. An employee entering the State Transitional Professional classification from a professional classification in the ECP Groups 2 and 3 at the advanced level, or equivalent, may be reclassified to the advanced level of the new professional classification upon successful completion of the equivalent of 18 months of ~~full~~full-time experience.

~~E~~9. An employee entering the State Transitional Professional classification from a SEMAS ~~13 or 15 level position or an ECP Groups 2 or 3 at the~~ 13, 14, or 15 professional position may be reclassified to the ~~13~~ respective level ~~specialist of the position's in the~~ new professional classification upon successful completion of the equivalent of two years of ~~full~~full-time experience.

~~f. An employee entering the State Transitional Professional from a professional classification in the ECP Groups 2 or 3 at the 13, 14, 15, or equivalent level, may be reclassified to the equivalent level specialist of the position's new professional classification upon successful completion of the equivalent of two years of full time experience.~~

~~g. An employee entering the State Transitional Professional from a SEMAS 15 level may be reclassified to the 15 level specialist of the position's new professional classification upon successful completion of the equivalent of two years of full time experience.~~

- ~~H10.~~ A If the employee's appointment is to a classification requiring a bachelor's degree and the employee possesses a directly related master's degree or higher level, doctorate degree, or a recognized occupational license which that is not a minimum requirement minimally required for the new classification, and is directly related to the work an additional six months of experience may be credited, substituted for six months of qualifying experience, provided that such credit was not previously used to reclassify the employee.
11. Regulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NERES), standard D, provides guidance for treatment of transitional positions in that event.
- ~~I12.~~ A reclassification actions requires civil service review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level. The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.
13. The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.

### C. State Transitional Professional Manager.

- ~~4.~~ The State Transitional Manager classification facilitates career movement of employees from one professional managerial classification to another professional managerial classification, if the employee meets the minimum education requirements for the new classification.
1. To be eligible for the State Transitional Manager classification, the employee must satisfy the educational requirements for the new classification.
2. Regulation 3.07, Appointments and Job Changes, standard B.4., requires Department of Civil Service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.
- A3. The appointing authority must submit a Position Action Request form (CS-129) and position description to the Department of Civil Service to establish a State Transitional Manager position. The Department of Civil Service designates the proper classification and classification level on the CS-129 to which the position will be reclassified upon completion of the transitional period.
- ~~b.~~ The appointing authority must submit a Request for Qualification Review form (CS-153) and a Classified Civil

~~Service Application form (CS-102) to the Department of Civil Service, with documentation of the tentatively selected employee's credentials. The classification for the position into which a lateral job change will occur must be designated as a State Transitional Manager with the appropriate classification of the position identified.~~

- ~~c. The Department of Civil Service reviews the tentatively selected employee's credentials and approves the appointment as a lateral job change, if the employee has status at the same classification level (for example, Auditor Manager-2 to a Human Resources Manager-2) and meets the educational requirement for the new classification.~~
- ~~D4. Regulation 5.01, General Salary Schedule Administration, standard L, establishes standards for salary upon appointment of the employee into the State Transitional Manager classification. During the transitional period, the employee retains the pay level of the position from which the lateral job change is approved. However, if the maximum pay rate of the employee's classification before entering the transitional classification is greater than the maximum pay rate of the classification to which the employee will ultimately be placed, the employee's pay rate cannot exceed the maximum rate for the new classification.~~
- ~~E5. When the employee has successfully completed the probationary period in the State Transitional Manager classification, the appointing authority submits a Position Action Request form (CS-129) to the Department of Civil Service to reclassify the position to the appropriate classification. These A reclassification actions requires civil service review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level.~~
- ~~f.6. The effective dates assigned to the establishment and reclassification requests are in accordance with regulation 4.04, Effective Dates for Classification Actions.~~
- ~~G7. Regulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs), standard D, provides guidance for treatment of transitional positions in that event. In the event of a reduction in force, please refer to regulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs).~~

#### D. Departmental Trainee.

The Departmental Trainee classifications facilitate career movement of employees who do not possess bachelor's degrees into designated professional classifications, based on specific state classified experience that provided the knowledge, skills, and abilities to perform professional tasks.

1. The appointing authority must submit a Position Action Request form (CS-129) to the Department of Civil Service to establish the position. The Department of Civil Service designates the proper classification on the CS-129 form to which the position will be reclassified upon completion of the transitional period.
2. Regulation 3.07, Appointments and Job Changes, standard B. 4., requires the Department of Civil Service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.
3. Regulation 5.01, General Salary Schedule Administration, standard M., establishes standards for salary upon appointment of the employee into the Departmental Trainee classification.
4. If a Departmental Trainee classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
5. An employee who has successfully completed the one-year period in the Departmental Trainee classification may be reclassified to the appropriate professional classification (pay grade 10). If the reclassification would result in a pay decrease, the employee remains in the Departmental Trainee classification for another year.
6. An employee who has successfully completed the second year in the Departmental Trainee classification may be reclassified to the appropriate professional classification (pay grade 11). If the reclassification would result in a pay decrease, the employee remains in the classification for another year until eligible for reclassification to the advanced level.
7. An employee who has successfully completed the third year in the Departmental Trainee classification may be reclassified to the advanced level, provided standard D. 4. (above) has been satisfied.
8. Regulation 2.01, Implementing a Reduction-in-Force for Nonexclusively Represented Employees (NERES), standard D., provides guidance for treatment of transitional positions.

9. A reclassification action requires Civil Service review and approval and the appointing authority's certification that the employee is satisfactorily performing at the requested level.

10. The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.

#### 4. **PROCEDURE**

##### A. Establishment of a Transitional Position.

Responsibility	Action
Appointing Authority	1. Submits a Position Action Request form (CS-129), a Position Description form (CS-214), and any other information necessary to establish the appropriate state transitional position or reclassify a vacant position to the appropriate state transitional classification.
	<u>2. When necessary, submits request for credential review in accordance with regulation 3.07, standard B.4</u>
Department of Civil Service	<del>2.</del> <u>3.</u> Reviews the position action request and any credential review requests.
	<del>3.</del> <u>4.</u> Enters the necessary information in the Human Resources Management Network (HRMN), if approved.
	<del>4.</del> <u>5.</u> Releases the CS-129 form and <u>credential review decisions</u> to the appointing authority.
Appointing Authority	<del>5.</del> <u>6.</u> Receives the CS-129 form and verifies information in the HRMN.

**B. Reclassification of the Staffed Transitional Position.**

Responsibility	Action
Appointing Authority	1. After the employee has served the required period in the appropriate state transitional classification, submits a CS-129 form, a Position Description form, and any other documentation to reclassify the position to the proper classification.
Appointing Authority	2. Certifies on the CS-129 form that the conditions outlined in the Standards are met.
Department of Civil Service	3. Reviews the request and documents decision. Assigns an effective date and determines appropriate classification.
	4. Enters the necessary position information in the HRMN.
	5. Releases the approval action to the appointing authority. If the classification action is disapproved informs employee of the appeal rights.
Appointing Authority	6. Receives the CS-129 form and enters employee information in the HRMN.

**CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to [MDCS-BHRS@state.mi.us](mailto:MDCS-BHRS@state.mi.us) [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov).

**NOTE:** Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.